

JOB OPPORTUNITY
NOW HIRING



California State Auditor

Staff Counsel III (Specialist)

339-100-5795-900

or

Staff Counsel IV

339-100-5780-900

Limited-Term Position—24 Months

Full Time

SALARY RANGE

Staff Counsel III: \$7,682.00 - \$9,478.00

Staff Counsel IV: \$8,486.00 - \$10,477.00

DUTIES: The California State Auditor is seeking to fill a limited-term staff counsel position to provide intermittent legal support to the Legal Division. Under the direction of a Supervising Attorney, the limited-term staff counsel will assist the Chief Counsel, Associate Chief Counsel, Chief of Investigations and/or other employees in performing legal research, analysis, and providing other legal support. The range of duties to be performed will include, but not be limited to, gathering, analyzing, and summarizing laws relevant to the programs and activities of state and local government and the judicial branch; assisting non-legal staff in applying the law in the course of evaluating the performance of various government programs or conducting investigations involving allegations of improper governmental activities. Other legal tasks may include reviewing audit/investigative reports and other audit/investigative-related documents for legal content and accuracy. Ideally, the candidate will have outstanding research and writing skills and will possess a broad background in public law, including an understanding of laws related to public contracting, open meetings, conflicts of interest, public finance, public records, and others.

DESIRED QUALIFICATIONS:

- Strong organizational and communication skills
 - Ability to work independently and in a team environment.
 - Ability to handle multiple tasks and prioritize work.
 - Possess excellent attendance and punctuality record. (Must be dependable and reliable.)
 - Knowledge of Windows-based Microsoft Word and LEXIS.
 - Ability to communicate and work effectively with all levels of the organization, legislative staff, and the public.
 - Ability to work with priorities/deadlines that are subject to frequent change and ability to work under pressure.
 - Ability to maintain confidentiality, exercise sound judgment and discretion, and maintain a professional demeanor with both colleagues and members of the public.
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DURATION OF POSITION: The duration of this position is up to twenty-four months. **The position may become permanent at a later date.** The State Auditor reserves the right to terminate the position being offered if the workload of the office does not justify the use of a limited-term staff counsel position.

TO APPLY, please send completed state application (std. 678) to:

Location

California State Auditor
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

In the 'explanations' section of the STD. 678 CLEARLY STATE YOUR ELIGIBILITY ALLOWING YOU TO APPLY FOR THE POSITION.

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the state auditor are subject to **fingerprinting and a background check conducted.**

All California State Auditor employees are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY,
SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION OR GENETIC INFORMATION**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**